Frequently Asked Questions

Sign Up for Free 45 Hour Course and Competency Exams

1. **Are the 45 Hour Courses and Competency Exams free?**
   Yes, they are free to New Broward Educators when signing up through the Early Learning Coalition of Broward County.

2. **Who is eligible to sign up?**

   New Educators that work in Broward County are eligible to sign up.

3. **I live in Miami-Dade and work in Broward County, am I eligible?**

   Yes, as long as your place of employment is Broward County you are eligible (proof is required).

4. **I live in Broward County and work in another county, am I eligible?**

   No, this initiative is to support Broward County Child Care Providers only.

5. **What do I need to sign up for courses or exams?**
   You will need your first name, last name, contact #, email address, DCF Student ID#, home address and school/work address. School/Work address must be in Broward County.

6. **Where do I find my DCF Student ID#?**
   If you are completely new to child care, please register on the Florida Early Childhood Professional Development Register (formerly known as DCF training website) at https://training01-dcf.myflorida.com/studentsite/admin/signin and click Sign Up. You will see your DCF Student ID on the training transcript.



7. **Do I need to register in the system again if I have already taken courses?**
   No additional registration is required. Please log in and obtain your DCF Student ID.

8. **I started the 45 Hours Part 1, will you reimburse me for the course?**
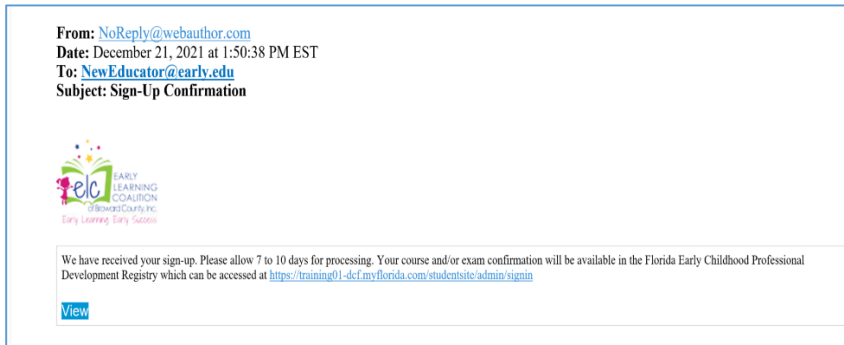
   No, we cannot reimburse you for the courses you have already taken.  If you still have courses remaining to be taken to fulfill your 45 Hour requirement, we will pay for those courses. Additionally, we will support you in your competency exams and additional coursework.

9. **I signed up on the ELC website for courses and exams.  Do I need to sign up again?**

No, your course and exam confirmation will be added to your Florida Early Childhood Professional Development website.

10. **Will I receive confirmation that my sign up was received?**
Yes, a confirmation will be sent to your email address after you signed up. The message will look like the below picture.

From: NoReply@webauthor.com
Date: December 21, 2021 at 1:50:38 PM EST
To: NewEducator@early.edu
Subject: Sign-Up Confirmation

We have received your sign-up. Please allow 7 to 10 days for processing. Your course and/or exam confirmation will be available in the Florida Early Childhood Professional Development Registry which can be accessed at https://training01-dcf.myflorida.com/studentsite/admin/signin

View

11. **Where will I find the courses I signed up for?**

The courses you signed up for can be found when you *Sign In* to your account in the Florida Early Childhood Professional Development Registry at https://training01-dcf.myflorida.com/studentsite/admin/signin

12. **I have signed up for competency exams.  Where do I find my confirmation?**
The confirmation can be found when you *Sign In* to your account in the Florida Early Childhood Professional Development Registry at https://training01-dcf.myflorida.com/studentsite/admin/signin

13. **I need to take Part 1 – Child Care Facility 30 Hour Training Requirement. Is there a specific order that is required?**
Yes, Broward new educators are required to take the courses in the below order to maximize teacher safety rules requirements and training content.
- Child Care Facility Rules and Regulations (6 hours)
- Identifying and Reporting Child Abuse and Neglect (4 hours)
- Health, Safety and Nutrition (8 hours)
- Child Growth and Development (6 hours)
- Behavioral Observation and Screening (6 hours)

14. **If I do not pass an exam, can I take it again?**
Yes.  You will be able to register for the exam(s) again.

15. **Are courses offered in person or online?**
    The course that are part of Broward's Free Sign Up are **ALL** on-line and can be accessed in the Florida Early Childhood Professional Development Registry.

16. **Once I start a course, how long do I have to complete it?**
    You will 45 days to complete the course.

17. **Are competency exams offered in person or online?**
    Competency exams can only be taken in-person at Nova Southeastern University. You will have confirmation in your Florida Early Childhood Professional Development Registry account.

18. **Why can I only sign-up for 5 competency exams on the website?**
    An educator cannot take more than 5 exams at one time on the day of testing.

19. **Are there choices on Part 2 Child Care Facility 10 Hour Training Requirement?**
    Yes, there are 2 options to achieve the requirement for Part 2.
    - Option #1 is to take *Special Needs Appropriate Practices* which is a 10-hour course.
    - Option #2 requires Understanding Developmentally Appropriate Practice (5 hours). Then you choose another 5-hour course depending on preferred group: Infant *and Toddler Appropriate Practice* or *Preschool Appropriate Practice*. Preferred aged group should be based on the age group you will be working with or plan to work with.

20. **Why do I need to take *Early Literacy for Children Birth to Three?***
    That course is needed to meet the Early Literacy Requirement.

21. **Will the Early Learning Coalition provide support for the competency exams?**
    Yes.  If educators need further support on training content, we will provide Community of Practice sessions to help prepare for testing.

22. **Are courses available in Spanish and English?**
    Yes. Courses can be taken in either language.